

# Career Opportunities System (COS)

*Agency Level 1 and 2 eLink*



## Slide 1

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**ai1**

per577, 10/21/2011



# ***What Class is and What Class is Not***

## **Class Is Designed...**

- To give you the basic knowledge and skills you need to perform your tasks in COS as well as to perform any related business processes
- To demonstrate how you can further develop your skills by using the classroom materials and online COS training material

## **Class is Not Designed...**

- For your specific division or agency procedures and policies
- To be inclusive of all of the scenarios you may encounter in your current job role



# **Basic Terminology**



# ***Career Opportunities System (COS)***

The Commonwealth's recruitment tool consists of two parts:

- The Kenexa 2x BrassRing™ website which Commonwealth employees use to perform their daily tasks
- The Talent Gateway which candidates use to search for and apply to posted vacancies



# ***Form***

- Basis of workflow and all actions in COS
- Used to document each step in an applicant's progress from initial application to appointment



## ***Requisition (req)***

- The request to fill a job vacancy is initiated by the agency
- The requisition *form* contains all information relative to a job vacancy
- A req is posted for a minimum of 10 days
- An agency may request that it be posted for longer than 10 days



## ***Immediate Fill Requisition (req)***

- “Immediate Fill” positions are generally not posted online for the standard 10 day minimum, but the agency may request to do so. Otherwise they are available for applicants to apply to 365 days per year as an “Immediate Fill” posting.



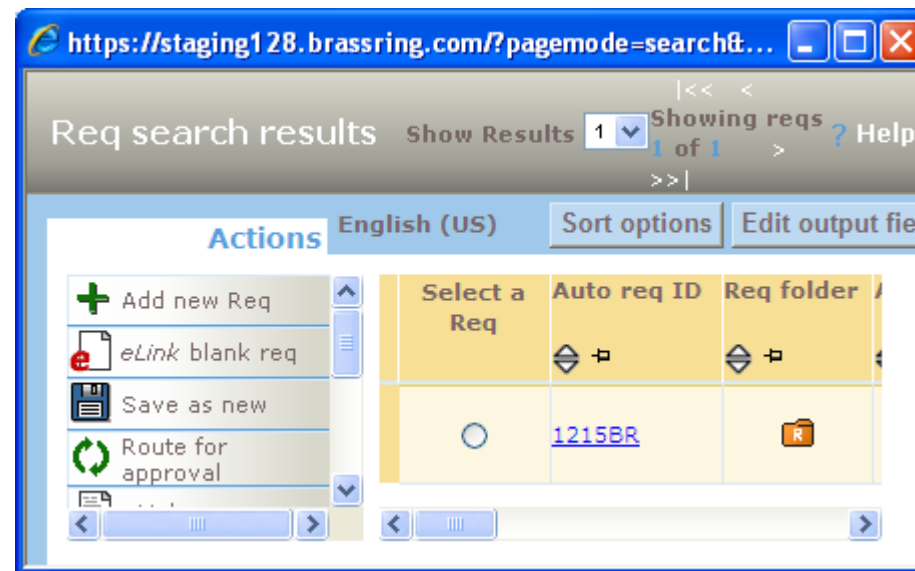
## ***Preferred Skills Questions (PSQs)***

- An agency-developed question relative to a skill set which the candidate responds to at the time of self-nomination
- The agency may then incorporate this as part of their evaluation process under 101KAR 2:066 Section 3
- A list of PSQs can be found at :  
<http://personnel.ky.gov/employment/psq/default/>



# ***Auto req ID***

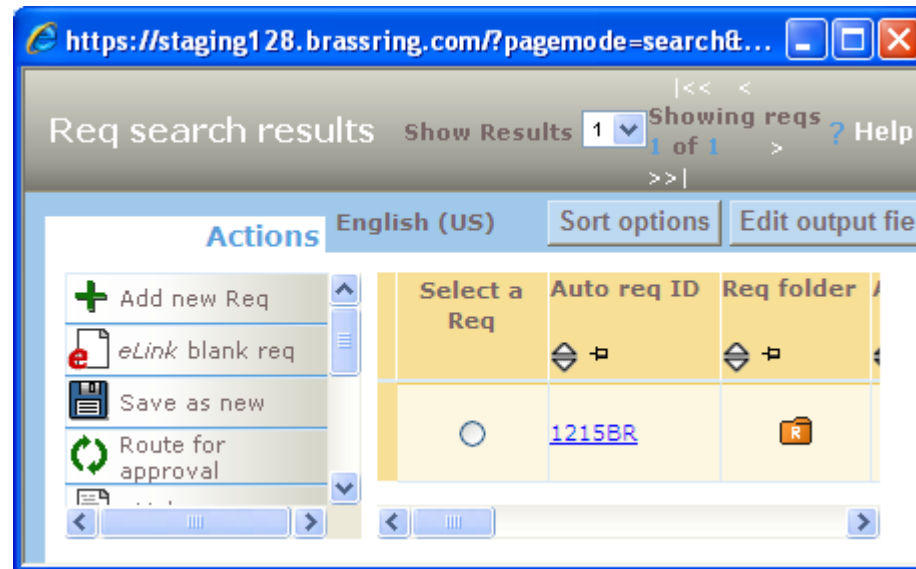
- The COS system-assigned, alpha-numeric code with the format xxxxxBR (where xxxxx is a five-digit number) unique to every requisition
- Assigned once the requisition has been saved the first time





# ***Requisition Folder (Req folder)***

- Contains the applicants that self-nominate to your posting





# ***Course Agenda***

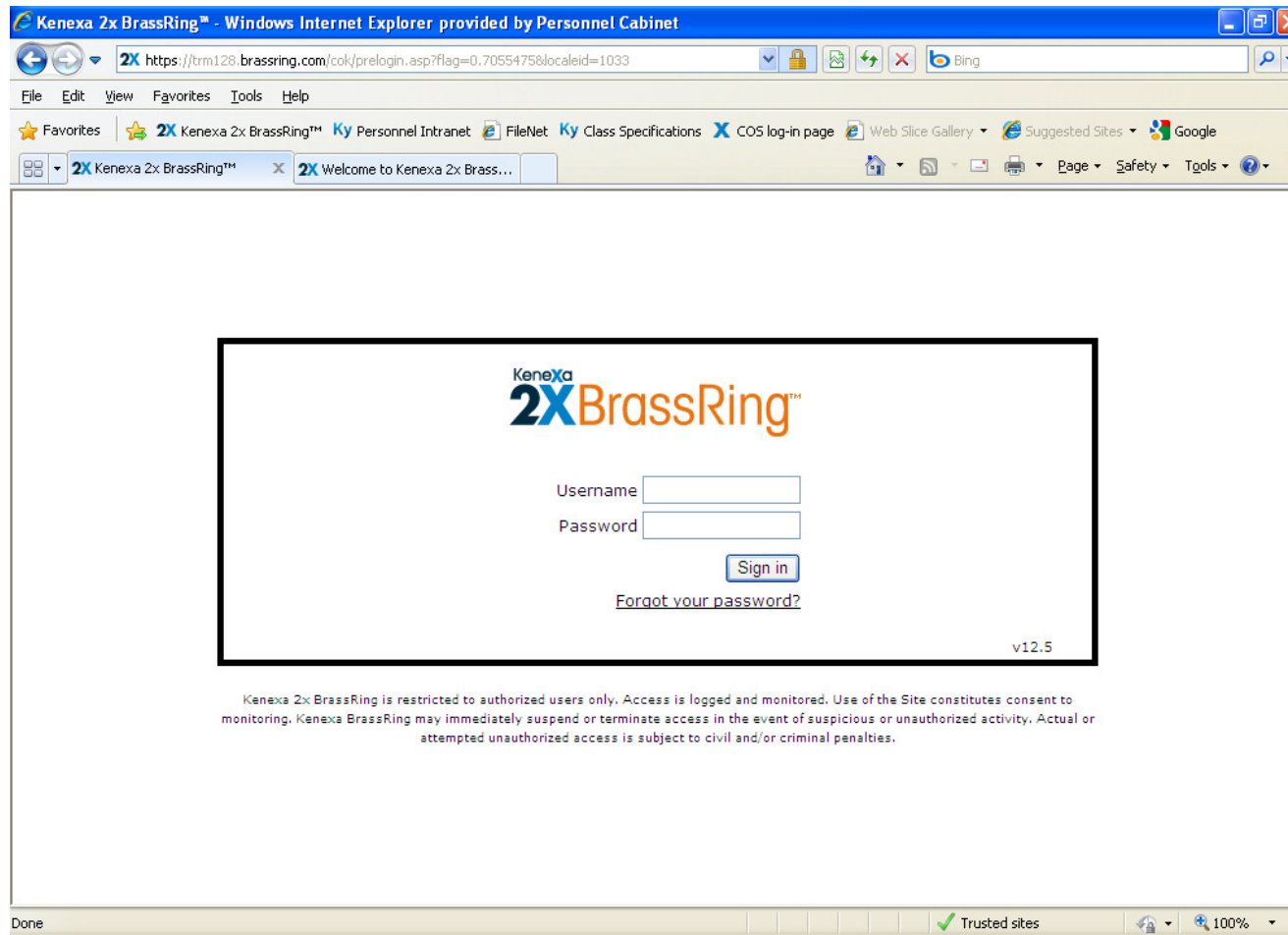
- Welcome Screen
- Creating a Requisition
- Talent Record
- Working a Register
- Setting Output Fields
- MQ Review v. Bypass Review
- Special Candidate Types
- eLinking
- Appointing a Candidate



# **Welcome Screen**



***Log in to COS***





# ***Kenexa 2x BrassRing™***

## ***(AL1 and AL2 eLink users' Portal Panel view)***

Welcome to Kenexa 2x BrassRing™ - Mozilla Firefox

File Edit View History Bookmarks Tools Help

2X Welcome to Kenexa 2x BrassRing™

https://staging128.brassring.com/WelcomePages/UserInterface/WelcomeComposite.aspx

Most Visited Getting Started Latest Headlines

Kentucky

Reqs Candidates Reports Admin

SS Support

URC Home Logout Search Help

2XBrassRing

Search Candidates Search Reqs 1215

Welcome to the Career Opportunities System (COS)

**COS User Resources**  
For assistance from the Career Opportunities System Help Desk, go to: [COShelp@ky.gov](mailto:COShelp@ky.gov)

To access the COS Training Manual, [click here](#).  
To access COS Updates and Tips, [click here](#).  
For specific information regarding Agency Level user types, [click here](#).

**COS Training**  
For information regarding COS training, including schedule, please [click here](#).

**Location**  
Upon enrollment in class, an e-mail confirmation will be sent along with the Frankfort, KY location.

**My Open Reqs**

Records 1 - 6 of 6 Results Per Page 50

Auto req.	Class Title	Attachments	Cost Cat	# of Vacanc	Requisition St	Vacancy Type	Post Ending D
<input type="checkbox"/>	<a href="#">13556R</a> ADMINISTRATIVE BRANCH MANAGER	+	53721	1	Not Certified	Promotional - Open Only To State Merit Employees	20-Oct-201
<input type="checkbox"/>	<a href="#">12736R</a> AUDIOLOGIST II	+	53767	1	Not Certified	Competitive - Open To All Candidates	
<input type="checkbox"/>	<a href="#">12156R</a> OFFICE SUPPORT ASSISTANT II		55793	1	Run Certification	Competitive - Open To All Candidates	16-Oct-201
<input type="checkbox"/>	<a href="#">13546R</a> OFFICE SUPPORT ASSISTANT II	+	55793	1	Not Certified	Competitive - Open To All Candidates	21-Oct-201
<input type="checkbox"/>	<a href="#">13526R</a> TRAINING DEVELOPMENT SPECIALIST I	+	51000	1	Not Certified	Competitive - Open To All Candidates	21-Oct-201
<input type="checkbox"/>	<a href="#">13526R</a> WORKFORCE DEVELOPMENT SPECIALIST I	+	51000	1	Not Certified	Competitive - Open To All Candidates	21-Oct-201

**My Candidates**

Display

Status	Total	New	COS
0-Filed	32	32	32
Certified - FIM	5	5	5
Certified - COMP	6	6	6
Cert-Added to Register	1	0	1

**My Calendar**

Your browser has not been configured to use the Outlook Calendar view. Microsoft Outlook 2003 or higher must be installed, and you must be running Internet Explorer 6.0 or higher.



## ***My Open Reqs – portal panel***

Select these column headings:

- [Req fields (standard)] **Auto Req ID**
- [Req fields (standard)] **Class Title:**
- [Req fields (standard)] **Attachments**
- [Req fields (custom)] **Requisition Status:**
- [Req fields (standard)] **# of Vacancies:**
- [HR Status] **QA Review Pending**
- [HR Status] **QA Review Approved**



# **Creating a Requisition**



## ***In order to create a req in COS:***

- Receive the “Request for Personnel Action Exemption” (PAE) from the Governor’s office
- The **30 million number** is the position number and should be on the PAE- *unless it is a newly established position*
- Then, once the newly established position can be *validated* in KHRIS, a request for a register may be made in COS
- A request for a register is done by filling out a requisition form in COS



## ***Create the requisition in COS***

- All job vacancies that are posted in COS require the completion of a requisition form
- All fields labeled with a red asterisk (\*) are required fields and must be completed



# ***Creating and Routing a Requisition***

- Route the requisition to the “Agency Approver”
  - Some agencies' business rules require approval of a requisition by a central office “approver”
  - Agencies not requiring a formal approval process will approve their requisitions themselves before routing the request to the Personnel Cabinet for final review and approval



## ***Final approval of a requisition***

- The Personnel Cabinet has final approval of a requisition
- A req may be placed on “Hold” for various reasons (the agency will be notified)
  - Incorrect information
  - Lacks approval by the “Agency Approver”
  - Does not match information on PAE or position number in KHRIS
- All Requisition Team members will receive an automatic email notification when final approval has been made by the Personnel Cabinet



## ***10- Day Posting***

- Automatically posted for a standard ten day period (includes weekends)
- All fields labeled with a red asterisk (\*) are required fields and must be completed
- Description of Job Duties may be detailed
- Must indicate whether it is “Competitive” or “Full-Internal Mobility”
- May include “Preferred Skills Questions (PSQs)”
- May add Requisition Team members



## ***Immediate Fill***

- All fields labeled with a red asterisk (\*) are required fields and must be completed
- County location must be indicated
- Description of Job Duties may simply read “Immediate Fill”
- Not necessary to indicate whether it is “Competitive” or “Full-Internal Mobility”
- May not add additional PSQs to requisition
- May add Requisition Team members



# **Talent Record**



## ***Talent Record***

- Electronic document that stores all information about a candidate including applications, resumes, system forms, HR Status history, communication, eLink history and attachments



# ***Talent Gateway Form***

- The form which contains the Merit Application for Employment



## ***Job Response Form***

- Contains the responses to the “Preferred Skills Questions” for a given requisition and all questions from the Talent Gateway Form that were answered by the applicant



# ***Sending System Communications***

- System communications are sent to candidates to provide them with information relevant to their self-nomination to a requisition
  - Agencies needing additional templates should contact the Register Branch
- These communications can be sent from the requisition folder or the candidate's Talent Record
  - In order to send information specific to the requisition, communications must be sent from the requisition folder



# **Working a Register**



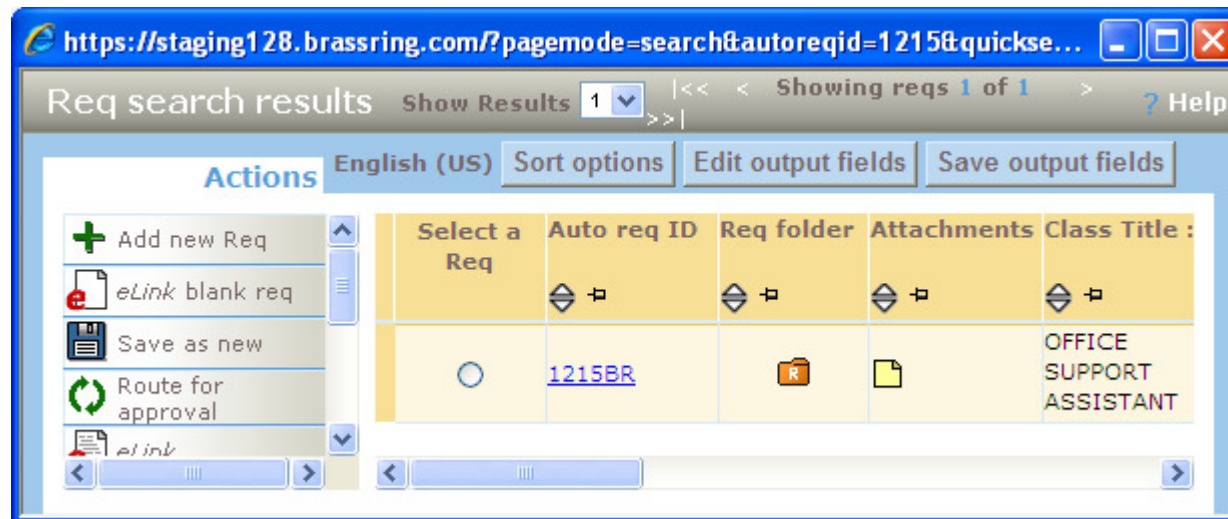
## ***Register vs. Requisition***

- **"Register" means any *official list of eligibles* for a particular class and, except as provided in this chapter, placed in rank order according to the examination scores maintained for use in making original appointments or promotions to positions in the classified service; (KRS.18A.005)**



# ***Certified Register Report***

- The agency will receive a notification from the Personnel Cabinet with the procedures defining the method of compliance (*Note: please see attached handout*)
- The certified register report will be “attached” to the requisition in COS
- This is seen as a yellow icon in the *Attachments* column





# Certified Register Report (pdf)

LetterTemplateDwnld.asp (application/pdf Object) - Mozilla Firefox

https://staging128.brassring.com/3etstream/500/Presentation/Template/ASP/Candidate/SendCommunication/LetterTemplateDwnld.asp?filename=^51FTrBt1EP\*B1pIEyCCrUX6sVhD87g7ml1rMQptHiv13jY1X/PXOA3.

### Certified Register Report

Requisition #:	1215BR	Cert Num:	1215	Location:	Franklin County
Title:	OFFICE SUPPORT ASSISTANT II	# of Vacancies:	1	Position Number(s):	30999888
Is this a second Certified Register after all REMs have been considered?:	No	Agency Request #:		Vacancy Type:	Competitive - Open To All Candidates
Include EEO Data?:	No	Date Generated:	11/13/2012 10:29:28 AM	Position Type:	Full-time Merit (18A)
Requisition Creator:	IRELAND, AMY M (PERS)	Agency Contact:			

SSN	Last Name	First Name	Middle Initial	Candidate Type	Ranking Value	REM/STL - Months of Service	Veteran's Preference
0001	Edwards	April		COS	Full-time Internal Mobility	NA	
0003	Fort	Frank		COS	Full-time Internal Mobility	NA	Yes
0006	McAllister	Kate		COS	Full-time Internal Mobility	NA	
0010	Tabby	Darnell		COS	Full-time Internal Mobility	NA	
0011	Webb	Lois		COS	Full-time Internal Mobility	NA	
0002	Fields	Sally		COS	Competitive	NA	Yes
0004	Hall	Billy		COS	Competitive	NA	
0005	Hart	Susannah		COS	Competitive	NA	
0007	Meeks	Mike		COS	Competitive	NA	Yes
0008	Mountjoy	Liz		COS	Competitive	NA	
0009	Pope	Mary		COS	Competitive	NA	

Date Generated : 11/13/2012 10:29:28 AM

Page: 1 of 1



# ***HR Status***

**10- Day Posting**

**Immediate Fill**

- Candidates are certified out to the agency via the certified register report
- Certified – COMP
- Certified – FIM
- Certified - REM



# Req Detail & Req History

## Req Detail

Req detail: 121588 - OFFICE SUPPORT ASSISTANT II - Mozilla Firefox

https://hr.pw.org/HR/reqdetail.aspx?reqid=121588&reqtype=OFFICE%20SUPPORT%20ASSISTANT%20II

Req detail 121588 - OFFICE SUPPORT ASSISTANT II

Edit req Save req as new eLink req Select job posting preview Print req Posting options

Put req on hold Close req Cancel req Delete req

Req detail Req history Attachments Notes

Req template: Meet Job Req

Job posting preview eLink history

Sender name	Recipient name/email	eLink sent	eLink opened
WICOSD, WICOSD	IRELAND, AMY M (PERS-AL)	19-Apr-2012	

Req details OFFICE SUPPORT ASSISTANT II

Req status Open

Job Title: 6927 OFFICE SUPPORT ASSISTANT II  
Class Title: OFFICE SUPPORT ASSISTANT II  
Title Code: 9003  
Agency: 05 - Personnel Cabinet  
Requisition Creator: IRELAND, AMY M (PERS)  
Agency Approver: IRELAND, AMY M (PERS)  
Location: Franklin County  
# of Vacancies: 1  
Positions Remaining: 1  
Department: CHRA/DOO  
Agency Contact:  
Agency Request #: 3099888  
Cost Center: 55793  
Position Number(s): 3099888  
Work Schedule: 1st Shift  
Vacancy Type: Competitive - Open To All Candidates  
Position Type: Full-time Month (LSA)  
Work Week: 1 - 37.5 hr/wk  
Description of Job Duties: Text Req  
Group: CLERICAL AND OFFICE MACHINE  
Vacancy Keyword Categories: Administrative / Clerical  
Human Resources / Personnel

## Req History

Req detail: 121588 - OFFICE SUPPORT ASSISTANT II - Mozilla Firefox

https://hr.pw.org/HR/reqdetail.aspx?reqid=121588&reqtype=OFFICE%20SUPPORT%20ASSISTANT%20II

Req detail 121588 - OFFICE SUPPORT ASSISTANT II

Edit req Save req as new eLink req Select job posting preview Print req Posting options

Put req on hold Close req Cancel req Delete req

Req detail Req history Attachments Notes

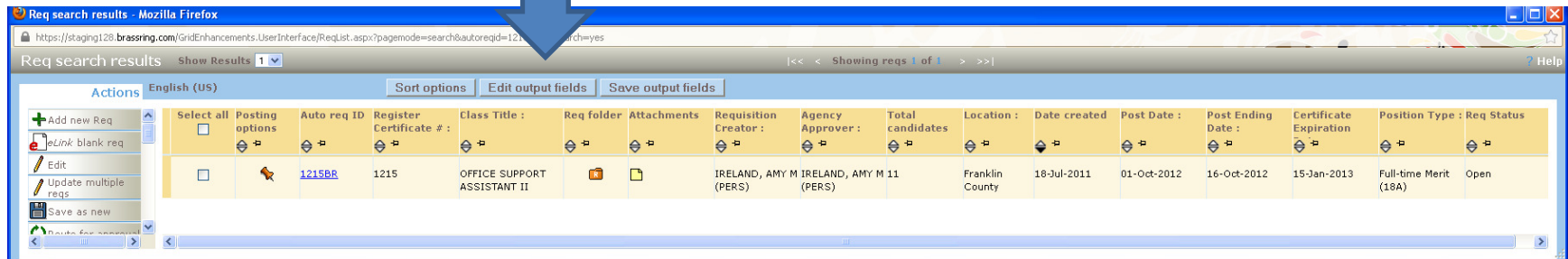
Req modified	16-Jan-2013	IRELAND, AMY M (PERS)
Req modified	15-Nov-2012	IRELAND, AMY M (PERS)
Req modified	17-Oct-2012	IRELAND, AMY M (PERS)
Req modified	17-Oct-2012	IRELAND, AMY M (PERS)
Req modified	17-Oct-2012	IRELAND, AMY M (PERS)
Req modified	17-Oct-2012	IRELAND, AMY M (PERS)
Req modified	16-Oct-2012	IRELAND, AMY M (PERS)
Req modified	16-Sep-2012	IRELAND, AMY M (PERS)
Req modified	16-Jul-2012	IRELAND, AMY M (PERS)
Req modified	16-Jul-2012	IRELAND, AMY M (PERS)
Req modified	20-Jun-2012	IRELAND, AMY M (PERS)
Req modified	14-Jun-2012	IRELAND, AMY M (PERS)
Req modified	14-Jun-2012	IRELAND, AMY M (PERS)
Req modified	13-Jun-2012	IRELAND, AMY M (PERS)
Req modified	13-Jun-2012	IRELAND, AMY M (PERS)
Req modified	13-Jun-2012	IRELAND, AMY M (PERS)



# Setting Output Fields



# ***Req search: Edit output fields***



The screenshot shows the 'Req search results' page in Mozilla Firefox. The browser address bar displays the URL: <https://staging120.brassring.com/GridEnhancements.UserInterface/ReqList.aspx?pagenode=search&autoreqid=1215&search=yes>. The page title is 'Req search results'. Below the title bar, there are tabs for 'Sort options', 'Edit output fields', and 'Save output fields'. The 'Edit output fields' tab is currently selected. On the left side, there is an 'Actions' panel with options: 'Add new Req', 'Link blank req', 'Edit', 'Update multiple reqs', 'Save as new', and 'Delete Req'. The main content area displays a table with the following columns: Select all, Posting options, Auto req ID, Register Certificate #, Class Title, Req folder, Attachments, Requisition Creator, Agency Approver, Total candidates, Location, Date created, Post Date, Post Ending Date, Certificate Expiration, Position Type, and Req Status. A single row of data is visible:

Select all	Posting options	Auto req ID	Register Certificate #	Class Title	Req folder	Attachments	Requisition Creator	Agency Approver	Total candidates	Location	Date created	Post Date	Post Ending Date	Certificate Expiration	Position Type	Req Status
<input type="checkbox"/>		<a href="#">1215BR</a>	1215	OFFICE SUPPORT ASSISTANT II			IRELAND, AMY M (PERS)	IRELAND, AMY M 11 (PERS)		Franklin County	18-Jul-2011	01-Oct-2012	16-Oct-2012	15-Jan-2013	Full-time Merit (18A)	Open



## ***Edit output fields for req search:***

- *ReqS: Posting Options*
- *ReqS: Auto req ID*
- *ReqS: Req Folder*
- *Req S: Attachments*
- *ReqS: Class Title*
- *ReqS: Total Candidates*
- *ReqS: Location*
- *Post Date*
- *Post Ending Date*
- *ReqS: Agency Approver*
- *ReqS: Requisition Creator*
- *ReqS: Req Status*
- *Certificate Expiration Date:*
- *ReqS: Date opened*




## Edit output fields

Select a field and click 'Add' or 'Remove' to move it from one column to the other. When you are finished click 'Save'.

### Available Values

Agency Contact :  
Agency Request # :  
Certificate Expiration Date :  
Cost Center  
Enter Special Entrance Rate :  
Group :  
Pay Grade :  
Position Type :  
Register Certificate # :  
ReqS:Agency :  
ReqS:Positions Remaining :  
Salary Range  
Selection Method :  
Special Entrance Rate :  
Work Week :

 [Selection details](#)

Fields you can add to your search results




Add



Remove

### Selected values

ReqS:Posting options  
ReqS:AutoReqId  
ReqS:Req folder  
ReqS:Attachments  
ReqS:Class Title :  
ReqS:Total candidates  
ReqS:Location :  
ReqS:Req status  
ReqS>Date opened  
Post Date :  
Post Ending Date :  
ReqS:Agency Approver :  
ReqS:Requisition Creator :  
Requisition Status :

 [Selection details](#)

Fields currently on your search results



Move up



Move down

Save

Cancel



# Req folder: Edit output fields

Req folder: 1215BR : OFFICE SUPPORT ASSISTANT II - Mozilla Firefox

https://staging128.brassring.com/GridEnhancements.UserInterface/candidateList.aspx?pagename=foldercontents&foldertyp...&folderid=975438&reqid=74945&foldername=1215BR-8&reqstatus=0&hidreqpage=1&hidselectlang=en&calledfrom=quicksearchreqpage

Req folder: 1215BR : OFFICE SUPPORT ASSIS Show Results 1-11 | << < Showing candidates 1-11 of 11 > >> | Help

Actions << Back Selected candidates: 0 Sort options Set quick filters Edit output fields Save output fields Filter this folder

	Select all	Candidate ref num	Name	SSN (###-##-####)	HR status	Forms	HR status (click to update)	Updated by	HR status date	Candidate type	Ranking Value
1	<input type="checkbox"/>	386578	<a href="#">Edwards, April</a>	068-11-0001	1		<a href="#">Certified - FIM</a>	IRELAND, AMY M (PERS)	17-Oct-2012	<a href="#">COS</a>	993
2	<input type="checkbox"/>	386579	<a href="#">Fields, Sally</a>	068-11-0002	1		<a href="#">Certified - COMP</a>	IRELAND, AMY M (PERS)	17-Oct-2012	<a href="#">COS</a>	909
3	<input type="checkbox"/>	386943	<a href="#">Fort, Frank</a>	068-11-0003	1		<a href="#">Certified - FIM</a>	IRELAND, AMY M (PERS)	17-Oct-2012	<a href="#">COS</a>	993
4	<input type="checkbox"/>	387025	<a href="#">Hall, Billy</a>	068-11-0004	1		<a href="#">Certified - COMP</a>	IRELAND, AMY M (PERS)	17-Oct-2012	<a href="#">COS</a>	909
5	<input type="checkbox"/>	387265	<a href="#">Hart, Susannah</a>	068-11-0005	1		<a href="#">Certified - COMP</a>	IRELAND, AMY M (PERS)	17-Oct-2012	<a href="#">COS</a>	909
6	<input type="checkbox"/>	387352	<a href="#">McAllister, Kate</a>	068-11-0006	1		<a href="#">Certified - FIM</a>	IRELAND, AMY M (PERS)	17-Oct-2012	<a href="#">COS</a>	993
7	<input type="checkbox"/>	387455	<a href="#">Meeks, Mike</a>	068-11-0007	1		<a href="#">Certified - COMP</a>	IRELAND, AMY M (PERS)	17-Oct-2012	<a href="#">COS</a>	909
8	<input type="checkbox"/>	387532	<a href="#">Mountjoy, Liz</a>	068-11-0008	1		<a href="#">Certified - COMP</a>	IRELAND, AMY M (PERS)	17-Oct-2012	<a href="#">COS</a>	909
9	<input type="checkbox"/>	387662	<a href="#">Pope, Mary</a>	068-11-0009	1		<a href="#">Certified - COMP</a>	IRELAND, AMY M (PERS)	17-Oct-2012	<a href="#">COS</a>	909
10	<input type="checkbox"/>	387668	<a href="#">Tabby, Darnell</a>	068-11-0010	1		<a href="#">Certified - FIM</a>	IRELAND, AMY M (PERS)	17-Oct-2012	<a href="#">COS</a>	993
11	<input type="checkbox"/>	387685	<a href="#">Webb, Lois</a>	068-11-0011	1		<a href="#">Certified - FIM</a>	IRELAND, AMY M (PERS)	17-Oct-2012	<a href="#">COS</a>	993

View eLink Update same status Move/Copy to req Move/Copy to folder Send communication Print resume/CV Update candidate type Add codes Remove from folder Stack duplicates Export (ASCII) Export grid (Excel) Prepare for bulk print View printable page



## ***Edit output fields for req folder:***

- *Candidate ref num*
- *Name*
- *[Talent-Gateway]SSN (###-##-####):*
- *HR status*
- *Forms*
- *HR status (click to update)*
- *Updated by*
- *HR status date*
- *Candidate type*



Edit output fields - Mozilla Firefox

brassring.comhttps://staging128.brassring.com/jetstream/500/presentation/template/asp/Candidate/MyCandidate/EditDisplayFields.asp?foldertype=fok

Edit output fieldsHelp

Select a field and click 'Add' or 'Remove' to move it from one column to the other. When you are finished click 'Save'.

Available values

Address 1

Address 2

Agency referral

City

Codes

Communications

Country

Date last loaded

Degree

Educational institute

Email

Employer

Field of study

First name

GPA

>>

Add

<<

Remove

[Selection details](#)

Fields you can add to your search results

Selected values

Candidate ref num

Name

[Talent-Gateway]SSN (###-##-####) :

HR status

Forms

HR status (click to update)

Updated by

HR status date

Candidate type

Move up

Move down

[Selection details](#)

Fields currently on your search results

Save

Cancel



# ***Filtering Folders***

Filtering a req folder allows you to display applicants according to specific search criteria.

- You can search for candidates with specific skills
  - Education
  - Licenses
  - Etc.
- You can search for candidates based on how they answered (most) PSQs



# Edit search fields

Welcome to Kenexa 2x BrassRing™ - Mozilla Firefox

2X Welcome to Kenexa 2x BrassRing™

2X brassring.com https://staging128.brassring.com/WelcomePages/UserInterface/WelcomeComposite.aspx

Most Visited Getting Started Latest Headlines

Kentucky

Reqs Candidates Admin

Agency User Portal

URG Home Logout Search Help

2XBrassRing™

Search Candidates Search Reqs 1215

Filter: OFFICE SUPPORT ASSISTANT II

Edit search fields Edit output fields Load saved search: Help

Search criteria View search criteria View entire folder

Search Clear Revert to last search Candidates per screen: 50

Select candidate type(s)

All Agency Converted COS External Selection details

Candidate ref num

Talent-Gateway

SSN (###-##-####):

Last name

First name

Date last loaded Days back: 30

From: 18 Jun 2012 To: 18 Jul 2012

PS01 - Are you willing to travel throughout the Commonwealth, which may require overnight stays?

All No Yes Selection details

PS11 - How many years of experience do you have in drafting reports, letters, and/or memos for someone else?

All None 0 - 2+ years 3 - 4+ years 5 - 6+ years Selection details

PS28 - On the following scale, how would you rate your proficiency in Microsoft Word?

All None Poor Fair Good Selection details

PS29 - On the following scale, how would you rate your proficiency in Microsoft Excel?

All None Poor Fair Good Selection details

PS31 - On the following scale, how would you rate your proficiency in Microsoft Outlook?

All None Poor Fair Good Selection details

This field supports Boolean queries. Need help?

Privacy Policy



**MQ Review**  
**v.**  
**Bypass Review**



# ***HR Status***

**10- Day Posting**

**Immediate Fill**

Candidates are certified out to the agency via the certified register report:

- Certified – COMP
- Certified – FIM
- Certified - REM



# ***MQ Review Requests***

- Agency determines candidates to be considered for interview, including veterans identified as such on the certified register report
- Interviews are not to be conducted prior to review for minimum qualifications by the Personnel Cabinet
- Agency submits request via e-mail or e-link with req ID and names to [PERS.MQR@Ky.gov](mailto:PERS.MQR@Ky.gov)
  - **Do not put SSN's in e-mail**
  - Subject line of e-mail to be: XXXXXBR MQR
  - MQR e-mail will be accepted from any Requisition Team member or Requisition Creator



## ***MQ Review Requests - cont.***

Minimum Qualification (MQ) reviews are conducted by the Personnel Cabinet's Division of Career Opportunities (DCO). HR Statuses shall be updated as follows:

- *6 - Approved MQ* – Agency may proceed with offer of interview
- *7 - Rejected MQ* – Agency shall not consider this candidate
- *5 - Inconclusive MQ* – Agency shall not consider this candidate

DCO e-mails Requisition Team members when the MQR is complete.



# ***HR Status Workflow: 10 – Day Posting***

- Certified - FIM / COMP / REM
- 4 - MQ Review Requested (*Note: Agency may update to this status*)
- 6 - Approved MQ (*Note: only the Personnel Cabinet may update to this status*)
- Interview Offered (*Note: Agency may update to this status*)
- QA Review Pending (*Note: Agency may update to this status*)
- QA Review Approved / Rejected (*Note: only the Personnel Cabinet may update to this status*)
- Appoint (*Note: Agency may update to this status*)
- Appointment Form PC Review Complete (*Note: only the Personnel Cabinet may update to this status*)



# ***What causes Inconclusive MQ?***

## **5 - Inconclusive MQ**

- Incomplete Application
  - Dates of employment not listed
  - Job duties not listed
  - Number of hours worked left blank
  - Certifications/Licenses not listed
  - Education information incomplete
    - semester hours earned
    - graduation dates



## ***6- Approved MQ***

**Upon DCO completion of the MQ review,  
the agency:**

- Reviews the requisition folder containing the “6 - Approved MQ” candidates
- Conducts interviews as appropriate
- Selects candidate(s) for QA review by the Personnel Cabinet by setting their HR Status to “QA Review Pending”



# ***Bypass of Personnel Cabinet Review***

## **Immediate Fill requisitions only:**

- Applications for these titles are reviewed prior to register certification
- Agency updates designated candidates' HR statuses to *Bypass Pers Cab Review*
- This bypass shall only be used for Immediate Fill requisitions that were not posted for a 10-day period
- Agency proceeds with selection process and update of HR Statuses as appropriate



# ***HR Status Workflow: Immediate Fill***

- Certified – FIM/ COMP/ REM
- Bypass Pers Cab Review (*Note: Agency may update to this status*)
- Interview Offered (*Note: Agency may update to this status*)
- QA Review Pending (*Note: Agency may update to this status*)
- QA Review Approved/ Rejected (*Note: only the Personnel Cabinet may update to this status*)
- Appoint (*Note: Agency may update to this status*)
- Appointment Form PC Review Complete (*Note: only the Personnel Cabinet may update to this status*)



# ***Personnel Cabinet HR Statuses***

These HR Statuses are **exclusive** to the Personnel Cabinet and are not to be used by COS agency users:

- Admin Req Closure
- 6 - Approved MQ (*Note: okay to update “from” this status*)
- 7 - Rejected MQ
- 5 - Inconclusive MQ
- QA Review Approved (*Note: okay to update “from” this status*)
- QA Review Rejected
- QA Review Incomplete
- Appointment Form PC Review Complete



# **Special Candidate Types**



# ***Reemployment Candidates***

- Is a former state employee who had merit status and was laid-off through no fault of their own
- By law, REMs have re-hire rights that supersede those of all other applicants
- *For guidance regarding Reemployment:*  
KRS 18A.110, KRS 113, KRS 18A.130, KRS18A.135



## ***Reemployment Candidates – cont.***

- A certified register report is generated and will contain all of the REM candidates who applied, as well as all of the internal mobility candidates



## ***Veteran Candidates***

In accordance with KRS 18A.150, prior to making an appointment to a merit job posting, the agency must:

- **Offer an interview to at least five candidates with Veterans' preference**



## ***Veteran Candidates – cont.***

If the number of qualified veterans submitted for MQ Review does not satisfy KRS 18A.150, then the following:

- If no veterans are submitted for MQ Review, and there are eligible veterans on the certified register report, the MQ Review request will be returned to the agency
- If eligible veterans are submitted for MQ Review, and less than five are approved, all remaining veterans on the certified register report will be reviewed for minimum qualifications; those with an Approved MQ will be listed in an email to the agency



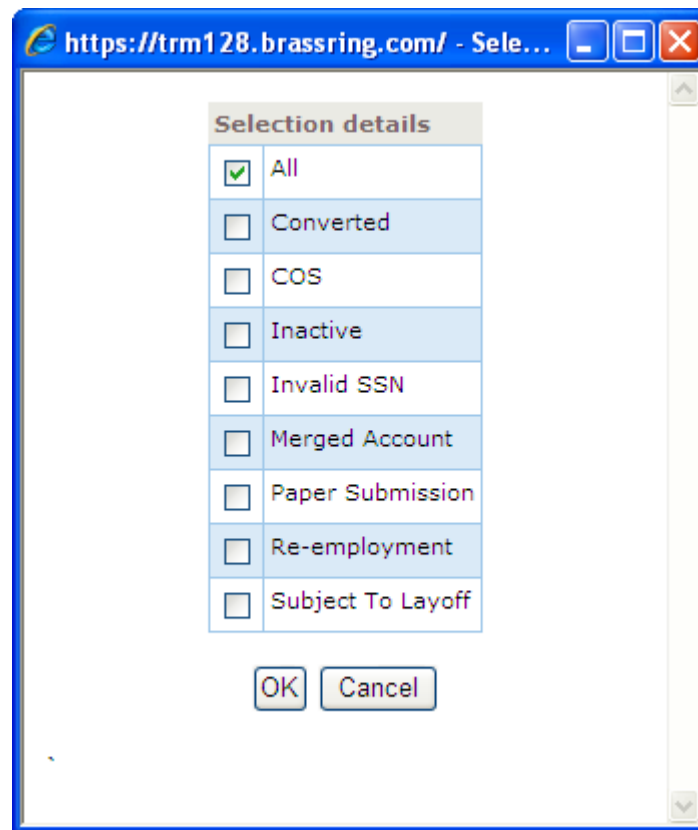
## ***Veteran's Preference – “Yes”***

- The certified register report is the official source for compliance regarding the verification of veteran's preference- those candidates who have verified their veterans' preference with the Personnel Cabinet are identified with a “**Yes**” in the Veteran's Preference column of the certified register report.
- The statutory obligation to *offer* an interview only includes those with preference at the *exact time of certification*.



# ***Candidate type***

- Converted
- COS
- Inactive
- Invalid SSN
- Merged Account
- Paper Submission
- Re-employment
- Subject to Layoff





**eLinking**



## ***eLink***

Link embedded within an e-mail which can be sent to non-COS users in order to give them *limited* access to COS functions such as:

- reviewing applications
- reviewing newly created reqs



# ***Sending eLinks***

- eLinks are intended to be sent to allow limited access into the Talent Records of candidates chosen by the eLink sender.
- The eLink sender determines what the eLink recipient will be able to view



## ***Sending eLinks – cont.***

It is recommended that you:

- eLink only the Job Response Form
- Send only 30 at a time; no more than 50 at a time
- Use Firefox instead of Internet Explorer (it's faster)
- Practice by sending eLinks to yourself



# ***Accessing eLinks***

**In order to access information from an eLink:**

- eLinks allow non-users limited access to COS without requiring a user type and system-wide training
- The eLink recipient will access the eLink via email
- ***Access is limited to four clicks or seven days***



## ***Accessing eLinks – cont.***

**In order to access information from an eLink:**

- Recipients click open each hyperlink received via email for each individual
- Select the “forms” tab to view the form that was eLinked
- ***Access is limited to four clicks or seven days***



# **Appointing a Candidate**



## ***QA Review***

- The HR status of “QA Review Pending” is used by the agency to identify selected candidates in need of a background check
- These candidates have already gone through the interview process and *may* be extended a job offer pending the background check
- The Personnel Cabinet will perform a background check on the candidate



## ***QA Review – cont.***

- The Personnel Cabinet will conduct a background check through the Administrative Office of the Courts (AOC) on those candidate(s) that the agency flags for potential appointment
- The HR status is then updated to “QA Review Approved” by the Personnel Cabinet once the background check has been completed



## ***KHRIS and COS***

- Once the candidate's HR status has been set to "QA Review Approved" by the Personnel Cabinet, the agency may move the selected candidate to "Appoint" in COS prior to the end of the "Certificate Expiration Date"
- Then the agency may appoint directly into KHRIS
- KHRIS will route the "Appoint" to the proper channels for approval



# ***Appoint***

- The hiring agency updates a candidate's COS HR status to *Appoint* to indicate an impending register action in KHRIS.
- The agency must set the HR Status to “Appoint” prior to the end of the Certificate Expiration date
- *However*, an Appoint status set more than 30 days ago is a red flag that requires investigation



## ***Appoint – cont.***

Common reasons for the lingering *Appoint* status:

- The hiring agency decided not to move forward with the action
- The effective date of the register action has been legitimately delayed
- The hiring agency initiated an action that was not a register action (lateral transfer or demotion)
- The register action did not appear in the Register Branch worklist as expected



## ***Appoint – cont.***

- If determined to be a register action, the “Appoint” HR status is reviewed retroactively
- If determined to be a non-register action, the COS HR status is changed to “Interview – Considered”
- If there is no action and the register has expired, the COS HR status is changed to “Interview – Considered” and closed the req
- If there is no action and the register has not expired, DCO will consult with the hiring agency prior to changing the HR status



# ***Agency Guidelines***

- It is improper to be a candidate for a merit vacancy where you serve as a COS req creator, agency approver, Requisition Team member, or agency contact.
- ***Please contact the Personnel Cabinet for assistance.***
- HR Administrators are meant to be the first point of contact for questions from Requisition Team members (Agency Level 3, Agency Level 4, and hiring managers) regarding reqs.



## ***Help Desk Support***

If you experience technical difficulties accessing COS, or once you are in COS, please use the following resource:

**COS Help Desk: [COSHelp@ky.gov](mailto:COSHelp@ky.gov)**

**Please be as detailed as possible when sending an e-mail requesting assistance.**